

CLASS TITLE: EMPLOYMENT AND TRAINING ASSISTANT

Class Code: 02432100

Pay Grade: 16A

EO: E

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To perform a variety of para-professional support functions within the scope of operations of the Department of Labor and Training; and to do related work as required.

SUPERVISION RECEIVED: Works under immediate supervision; work is reviewed in process and upon completion to ensure conformance with instructions, procedures and methods.

SUPERVISION EXERCISED: Usually none, but may lead clerical or temporary employees assigned to assist.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To perform a variety of para-professional support duties associated with provisions of the Employment Security, Temporary Disability Insurance, Job Training Partnership Acts and related unemployment acts.

To locate, select and compile data, information and facts from references or specialized sources.

To compare data from a variety of sources for accuracy and completeness.

To extract information from various sources to fill out special forms and reports.

To prepare summaries, tabulations and lists from compiled information for agency reports and other data collection activities.

To compile statistical data using calculators or conversion tables.

To participate in the processing and maintenance of financial, personnel and other records.

To handle important but routine correspondence.

To obtain information and recommendations relating to specific problems activities and policies through contract with officials and personnel.

As required, to perform other paraprofessional duties to ensure the quality of services to clients, employers department staff.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A working knowledge of office practices; a working knowledge of correct English usage, spelling and punctuation; the ability to make simple tabulating and arithmetical computations; the ability to read and understand written directions; the ability to compile data for reports; the ability to determine the mathematical accuracy of records, receipts and disbursements; the ability to organize and compose simple correspondence, charts and numerical/tabular material; the ability to use reference materials, manuals and guides; the ability to carry out detailed and technical instructions; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a senior high school; and

Experience: Such as may have been gained through: employment in a position performing a variety of clerical and secretarial functions including simple computations, basic interviewing and providing information to telephone and personal inquiries.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: August 25, 1991

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